

**EMERGENCY PROCUREMENT REQUEST**

As defined in the South Carolina Consolidated Procurement Code, **an emergency purchase involves a condition which creates an immediate threat to public health, welfare or safety;** such as may arise by reasons of floods, epidemics, riots, equipment failures, fire loss, or such other reason as may be proclaimed by either the President or Executive Vice President for Business Affairs or the Director of Procurement. The existence of such conditions must create an immediate and serious need for supplies, service or construction that cannot be met through normal procurement methods and the lack of which would seriously threaten the function of the College, the preservation or protection of property, or the health or safety of any person.

Emergency purchases shall be limited to those supplies, services, or construction items which are determined to be absolutely necessary to meet the emergency. Emergency purchases should normally be for over \$10,000.00 as competition for less than this amount is easily obtained for most commodities. Maximum competition commensurate with the emergency situation is required.

**INSTRUCTIONS:** Complete items 1-3 and attach the Justification for an Emergency Purchase Form (next page). Forward completed forms to Procurement, Attention: Director of Procurement.

Based upon the following determination, the proposed procurement action described below is being procured pursuant to the authority of Section 11-35-1570 of the SC Procurement Code and [19-445.2110 of the Rules and Regulations](#), 1976 SC Code of Laws.

**1. This governmental body proposes to procure** (description of goods and/or services requested):

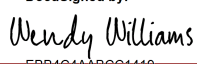
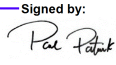
Concrete repairs to a structural concrete slab walkway that has significantly deteriorated to the point of no longer being structurally viable.

**2. As an emergency procurement for \$ 198,000.00** from (name of emergency contractor): Huss Inc.

**3. The basis for this emergency determination and the reason no other vendor is suitable is:**

We discovered extensive structural deterioration of the concrete breezeway floor slab in multiple locations. This was an unforeseen condition that was unknown until the structure was exposed. The deterioration poses a significant safety risk as the walkway slab is no longer structurally viable in these deteriorated locations. If we were to not do the structural repairs this summer, the section of breezeway would need to be closed off from foot traffic which creates a fire and life safety risk and possibly lack of use of several dorm rooms. No other vendor is suitable as the repairs need to start immediately in order to have enough time to complete the repairs prior to student move in. The vendor is currently on campus, ready to mobilize

**Procurement Review**

DocuSigned by:  EBB4C7AAB0C1419...	6/9/2026
Director of Procurement	Date
Signed by:  9BF0282AA211456	6/10/2026
Executive Vice President for Business Affairs	Date

X This procurement is \$50,000 or greater. The Drug Free Workplace Act (§ 44-107-10, et Seq. Code of Laws of SC) applies and the signed Certification Form is attached.

6-Digit Index Number: 772304

6-Digit Account Code: 780528

NIGP 3-Digit Commodity Code: 150

**JUSTIFICATION FOR AN EMERGENCY PURCHASE**

**Instructions:** Complete this form in its entirety, sign, and submit to the Office of Procurement with the completed Emergency Purchase Request Form.

- 1. Describe the **DANGEROUS** and/or wasteful (emergency) situation requiring outside goods/services to correct.

The concrete deterioration poses a significant safety risk as the walkway slab is no longer structurally viable in these deteriorated locations. If we were to not do the structural repairs this summer, the section of breezeway would need to be closed off from foot traffic which creates a fire and life safety risk and possibly lack of use of several dorm rooms.

- 2. Describe the **SUDDEN** happening and timing thereof, which caused this situation.

We currently have a breezeway structural repair project going on at Craig Hall. In the process of construction and exposing the structure, we discovered extensive structural deterioration of the concrete slab in multiple locations. This was an unforeseen condition that was unknown until the structure was exposed.

- 3. Why was the College unable to **CONTROL** or **LESSEN** or **PLAN** for action to prevent this "sudden" happening?

This was an unforeseen condition that was unknown until the structure was exposed.

- 4. What is the **MINIMUM** goods/services and time schedule required to correct the situation?

We estimate that the concrete slab repairs will cost a minimum of \$200K and take the remainder of the summer to complete.

- 5. Describe efforts to secure **COMPETITION** for required goods/services (attach bids).

PM reached out to Satchel, Huss and Musselmann Construction. Satchel and Musselmann could not meet the timeline for this project.

- 6. Explain, completely, the basis for selection of **OTHER THAN LOW BIDDER** (if applicable).

Contractor is currently on campus and it will be faster for them to transition over to the building for repair vs a new vendor getting set up. Other two companies could not meet the timeline for repairs.

DocuSigned by:  
*Brandon Waller*  
D843F45F798C40E...  
Prepared by (Signature)

Brandon Waller  
Print Name

8439535782  
Phone

6/9/2026  
Date